

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, PMES/OPPPM  
1006 Ames

EXTENSION

NO.

DATE

4 FEB 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/PPPM/P&E  
1006 Ames

2.

3. EA/D/PPPM  
5E58 HQS

4.

5. DD/PPPM  
5E58 HQS

6.

7. D/PPPM  
5E58 HQS

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11. C/PMES/OPPPM  
1006 Ames

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Attached, for your information, is a copy of the survey form (and accompanying routing sheet) which we intend to use to gather data from Agency boards and panels on their experience with the new PAR. You may note that an ancillary element of the survey deals with the number and kinds of inputs boards and panels use in making their personnel evaluations. This will give us some notion as to the scope and variance of the data base used by boards and panels in conducting comparative evaluation. This survey of Agency boards and panels will be distributed in early February and will complete the data collection aspect of our evaluation of the new PAR system. We are still receiving returns from our employees survey and expect most of that data to be on hand early in March. A final report on the impact of the new PAR should be available in early April.

STAT

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM : Harry E. Fitzwater  
Director of Personnel  
Policy, Planning, and Management

SUBJECT : Advance Work Plans for Sensitive DDS&T Jobs

1. The Office of Personnel Policy, Planning, and Management (OPPPM) has been asked, in those cases involving certain sensitive DDS&T projects and activities, to make an exception to the requirement that an Advance Work Plan (AWP) accompany each Performance Appraisal Report (PAR) when it is forwarded to the Official Personnel Folder (OPF). The justification for this request is made on the need to maintain compartmented security. While I appreciate these concerns, I feel that since the AWP is the official record of an agreement between supervisor and employee as to the latter's duties and is the basic document driving all employee evaluations, it should be a part of the official record maintained by OPPPM and therefore should be attached as required to each PAR.

2. In order to avoid any possible security compromise, however, we recommend in those cases where a supervisor believes that additional specifics must be included which are of a sensitive nature, such can be made in the form of an addendum, maintained in the files of the component concerned and not forwarded with the AWP for inclusion in the OPF.

*Harry E. Fitzwater*  
Harry E. Fitzwater

Distribution:

Orig. - Adse.

2 - D/PPPM

4 - Subject

1 - Chrono

OPPPM/PMES  (6 Jan. 80)